

Department of Finance

Executive Assistant

\$45,100 to \$72,200

The Baltimore City Department of Finance is seeking a self-motivated person with excellent analytical and writing skills to serve as an executive assistant to the Finance Director. This position shall be responsible for the Department's Integrated Master Schedule, Combined Charity Campaign, Board of Estimates Coordinator, Senior Staff Memorandum and assist with certain personnel matters as well as the ability to deal with confidential materials and situations with discretion, tact and diplomacy.

Candidates applying for this position shall have at least four years of experience in an operational, financial, or business environment; or a bachelor's degree from an accredited college or university may be substitute for four years of experience. Strong familiarity with computer software and skill in quantitative methods preferred.

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